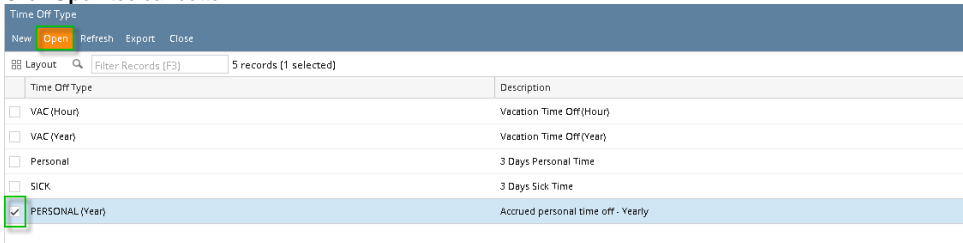
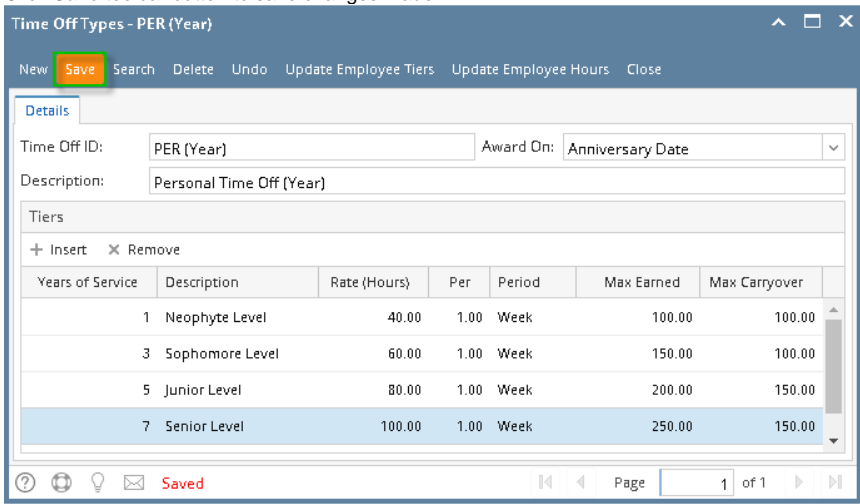


How to Edit Time Off Type

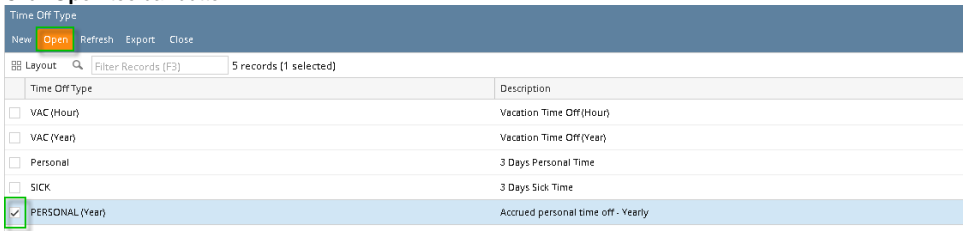
- 1. Click **Time Off Types** from **Payroll** module.
- 2. Select **time off type** from the grid.
- 3. Click **Open** toolbar button.



- 4. Edit fields as necessary.
- 5. Click **Save** toolbar button to save changes made.



- 1. Click **Time Off Types** from **Payroll** module.
- 2. Select **time off type** from the grid.
- 3. Click **Open** toolbar button.



- 4. Edit fields as necessary.

5. Click **Save** toolbar button to save changes made.

Time Off Types - PER (Year)

New **Save** Search Delete Undo Update Employee Tiers Update Employee Hours Close

Details

Time Off ID: PER (Year) Award On: Anniversary Date

Description: Personal Time Off (Year)

Tiers

+ Insert X Remove

Years of Service	Description	Rate (Hours)	Per	Period	Max Earned	Max Carryover
1	Neophyte Level	40.00	1.00	Week	100.00	100.00
3	Sophomore Level	60.00	1.00	Week	150.00	100.00
5	Junior Level	80.00	1.00	Week	200.00	150.00
7	Senior Level	100.00	1.00	Week	250.00	150.00

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